

Comparisons of Job Characteristics

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Library Assistants, Clerical (43-4121)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Library Assistants, Clerical (43-4121)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	17.3	20.8	>> Current knowledge level is likely more than sufficient
Customer and Personal Service	11.3	16.2	14.7	< Expanded education and/or training may be required
Computers and Electronics	8.4	12.7	8.8	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Library Assistants, Clerical (43-4121)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Service Orientation	7.9	10.6	8.7	< A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Library Assistants, Clerical (43-4121)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	12.3	11.6	0	Current ability level may be sufficient
Oral Comprehension	12.5	11.8	12.2	0	Current ability level may be sufficient
Written Comprehension	11.0	10.7	10.4	0	Current ability level may be sufficient
Near Vision	11.1	10.6	10.0	0	Current ability level may be sufficient
Speech Recognition	9.9	10.1	10.3	0	Current ability level may be sufficient
Information Ordering	9.9	10.0	8.5	<	Some improvement in abilities may be required
Category Flexibility	9.0	9.3	8.7	0	Current ability level may be sufficient
Far Vision	7.8	8.3	6.8	<	Some improvement in abilities may be required
Extent Flexibility	4.8	6.0	1.0	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 78

Focus Occupation: Office Clerks, General (43-9061)
Associated Occupation: Library Assistants, Clerical (43-4121)

Work Activities	Exclusivity of Activity
Answer customer or public inquiries	41
Classify information according to content or purpose	92
Index information resources	87
Maintain records, reports, or files	5
Provide customer service	14
Sort books, publications, or other items	85
Use computers to enter, access or retrieve data	3
Use library or online Internet research techniques	21
Use oral or written communication techniques	1

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 80

Focus Occupation: Office Clerks, General (43-9061)
Associated Occupation: Library Assistants, Clerical (43-4121)

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3

Computer data input devices	2
Computer printers	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Mail machines	51
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.